

**RILEY COUNTY, KANSAS  
JOB DESCRIPTION  
REGISTRAR**

**Pay Grade: 9**

**Department:** Museum

**FLSA Status:** Exempt

**Work Message Phone:** 565-6490

**Work Address:** 2309 Claflin, Manhattan KS 66502

**REPORTS TO:** Museum Director/Curator

**PURPOSE:** To plan and oversee museum collections management system.

**ESSENTIAL FUNCTIONS:**

- 1.) Supervise registration, documentation, and storage of incoming and outgoing artifacts, oversee management of collection, help develop policy and procedures as needed.
2. Recruit, train, and supervise collections volunteers and staff.
- 3.) Assist with Museum and Historical Society interpretive plans, education programs, exhibits, and other projects of the Museum.
- 4.) Assist public as needed.

**NOMINAL FUNCTIONS:** Greet visitors, give tours, assist library patrons as needed. Assist with clerical duties of the Museum, including Museum gift shop record keeping. Assist with phone answering duties. Assist with research, exhibits, and the education program. Help to train and supervise interns. Help to maintain the physical appearance of the Museum. Work towards disaster preparedness plan for the Museum.

**POSITION REQUIREMENTS:**

• **Knowledge/Skills:**

Knowledge of an extensive body of rules, practices, and procedures necessary to professionally perform and manage a wide variety of interrelated and possibly non-standard procedural assignments and to resolve a wide range of problems. Bachelor degree in American History or related degree, acquaintance with Riley County history and history of American west, archival and research experience helpful. Strong computer skills are necessary as well as attention to detail.

• **Supervisory Control:**

Ability to plan and carry out the successive steps guided by procedures manual and ability to handle problems and deviations from the work assignment in accordance with instruction policies, previous training, and accepted practices.

• **Supervisory Responsibility:**

Coordinates volunteer and intern projects. Assigns work to weekend personnel and is generally available for weekend consultation if there are weekend problems.

- **Guidelines:**

Professional standards, Riley County personnel policies, procedures developed in-house.

- **Complexity:**

The work requires making many decisions concerning such things as the interpretation of considerable data, planning of the work, or refining the methods and techniques to be used.

- **Scope & Effect of Work:**

The work may involve handling of one-of-a-kind historical artifacts that provide unique insight into the history of Riley County. The records that are generated and preserved will be important to each succeeding generation of Riley Countians.

- **Personal Contacts:**

Contact with the general public and Riley County Historical Society members primarily through Museum visitation and telephone calls. Contact with fellow staff members to coordinate museum work across disciplines.

- **Purpose of Contacts:**

To meet the needs of the public in requests for information, in initiating a donation process, or in providing a service such as a group tour or a volunteer opportunity.

- **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger; reach with hands and arms; climb or balance. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and depth perception.

- **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a normal noise level.

## **RECRUITING REQUIREMENTS:**

Degree in American History or field relating to museum work strongly preferred, however extensive registrar work experience may substitute for degree requirement. Attention to detail, strong computer skills required

Approved: \_\_\_\_\_ Date:  
(Supervisor)

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*